

FORM INSTRUCTIONS

IV. SOURCE GUIDANCE

A. SEMI-ANNUAL MONITORING REPORT

Attached with this section are four forms approved for use by facility officials in reporting semi-annual monitoring and deviation information. Use of these forms is strongly encouraged but is not mandatory. The forms facilitate consistent reporting to DEQ and help ensure that all semi-annual monitoring information required by regulation and the Title V permits is included. The following forms are associated with Semi-annual Monitoring Reports:

1. Semi-Annual Monitoring Report Form

This form may be completed for the Semi-annual Monitoring Report. Indicate on the form which six-month period is covered by the report. If no deviations from permit requirements occurred during the six-month reporting period, check the appropriate box. If deviations did occur, check the appropriate box and attach support documents including all necessary information about the deviation as required by 9 VAC 5-80-110 F.2 and/or the appropriate Title V Permit Condition.

2. Failure to Monitor, Keep Records, or Report Form

This form is to be used as necessary for the reporting of deviations from non-emissions related permit conditions, such as monitoring, recordkeeping and reporting, that occurred during the six-month reporting period. For example, if the company failed to monitor for an 8-hour period when the permit required hourly monitoring with a CEM, the monitoring deviation would be reported on this form.

3. Prompt Deviation Report Form

This form is used to report incidents and malfunctions that may have resulted in excess emissions for over one hour. The facility lists the permit requirement and the context of the deviation, the probable cause of such deviations, and any corrective actions or preventive measures taken. Where the underlying applicable requirement contains a definition of prompt or otherwise specifies a timeframe for reporting deviations, that definition or timeframe shall govern. Where the underlying applicable requirement fails to address the timeframe for reporting deviations, reports of deviations shall be submitted to the permitting authority consistent with the Malfunction Rule [9 VAC 5-20-180(C)]. Each Prompt Deviation Report submitted to DEQ during the reporting period should be copied and attached to the Semi-annual Deviation Report.

4. 'Other Deviations' Report Form

This form is to be used as an attachment to the Semi-annual Monitoring Report to address deviations of emission limits that are less than one hour in duration and other deviations not reported elsewhere (excess emissions more than one hour in duration should be reported promptly as above).

B. ANNUAL COMPLIANCE CERTIFICATION

Facilities are strongly encouraged to use the attached forms to certify compliance with permit terms and conditions on an annual basis as required by the Title V Operating Permit. The facility's responsible official must certify the truth, accuracy, and completeness of all information that is submitted. Both these instructions and the forms for the annual compliance certification may be found at the DEQ's website at the following address:

<http://www.deq.state.va.us/air/compliance/homepage.html>.

Please also note that the Title V Permit requires that a copy of the completed ACC report be sent directly to the EPA as well as to DEQ. EPA's mailing address and that of the regional office

of DEQ are provided in the Title V permit. Any revisions to the ACC reports should be sent to both DEQ and EPA.

1. The Title V Annual Compliance Certification: The facility representative completes the Title V Annual Compliance Certification (ACC) cover page to identify the facility, the reporting period covered by the report, and for a responsible company official (as defined in 9 VAC 5-20-230 A) to certify that the information submitted is true, accurate, and complete. Most DEQ Title V permits base the reporting period on the 12-month calendar year. However, some earlier permit reporting dates are based on effective date of permit. Therefore, check the permit to ensure that the required reporting period is referenced.
2. The Title V Annual Compliance Certification Form: The ACC form may be copied as many times as necessary to cover all permit terms and conditions that are the basis of the certification. The permit condition is to be listed by its alphanumeric reference number in the order they appear in the permit. A direct quote or summary of the condition is stated in the next column. The means or methods used to determine compliance with each permit term and condition is to be stated next, and either "intermittent" or "continuous" compliance is to be checked for each condition.

- a. "Certifiable Conditions" are permit conditions that require action by the source. Examples would include recordkeeping, monitoring, notifications, observations, inspections, calculations, process limitations and testing. Conditions that are included in a permit that only inform about underlying regulations such as property rights, Federal Enforceability, Severability and Duty to Comply, etc., are not certifiable unless the source has had to take action in reference to them.

If a particular condition did not apply during the reporting period, or has not yet occurred, the facility must indicate "Not Applicable" and state the rationale.

If any exceedance(s), deviation(s), or excursion(s) from the Title V Permit occurred over the certification period, the certification may cross-reference previous deviation reports, semi-annual monitoring reports, compliance reports, or other applicable documentation in order to satisfy this requirement. If reference to other documents is made, copies of these documents must accompany the certification.

- b. "Other Material Information": When making a determination of compliance status, the Title V Permit requires that all other material information the facility has that may indicate noncompliance must be reported, per section 113(c)(2) of the Act, which prohibits knowingly making a false certification or omitting material information.

The term "other material information" refers to information or knowledge, whether or not that information or knowledge is required by the permit to be collected. As used here, this term is similar to the term "other credible evidence," which refers to non-reference test methods and other information "readily available" to the facility that the permit may or may not require the facility to collect, such as engineering calculations, indirect emissions estimates, and direct measurements.

- c. "Means of Determining Compliance Status" may include monitoring (instrumental and non-instrumental), recordkeeping, and reporting requirements, test methods, or other methods or means required by the permit, or that constitute material information about compliance with the condition.

To describe means of determining compliance status, the facility should indicate the type of monitoring device, the parameter or air pollutant being monitored, the averaging time, the monitoring frequency or the period over which the monitoring occurred. Also, the facility should describe the origin and authority of

monitoring not required by the permit, such as voluntary methods or methods based on State-only enforceable requirements (material information or credible evidence). *An example of an adequate description for monitoring methods required by the permit might be: "Hourly averages of SO₂ concentration using Method 19 CEMS, data collected over the last 12 months, as required by permit section IV.F.(b)(2)."*

For recordkeeping methods used to determine compliance (whether they constitute non-instrumental monitoring or they are merely the records of monitoring methods), the facility describes the records kept, the frequency of record collection, the frequency or dates when recordkeeping occurred. *An example of an adequate description for recordkeeping methods required by the permit might be: "Records of visual determination of opacity; recorded at noon each day over the last 12 months, required by permit section IV.G.(a)(1)."*

For reporting methods used to determine compliance, the facility describes what was reported, the frequency or dates when reporting occurred. *An example of an adequate description for reporting methods used to determine compliance that are required by the permit might be: "Reports of daily records of visual determination of opacity, submitted on 1/31 and 7/31 of each year as part of the 6-month monitoring report, required by permit section IV.G.(a)(2)."*

- d. "Continuous vs. Intermittent" Compliance: Compliance for each individual permit condition will be marked as either "Intermittent" or "Continuous." For annual compliance certifications, compliance status for each condition is based on the entire reporting period. If there were some gaps in monitoring, or the emission limit was exceeded, at any time during the year, compliance should be listed as intermittent.

1. Continuous compliance means collection of all monitoring data required by the permit under the data collection frequency required by the permit, with no deviations and no other information that indicates deviations. Monitoring data includes information from instrumental (e.g., CEMS, COMS, or parameter monitors) and noninstrumental (e.g., visual observation, inspection, recordkeeping) forms of monitoring.

2. Intermittent compliance means that a permit condition was not complied with or a deviation occurred some time during the reporting period. Examples of deviations include: CEM data indicated a one-hour emission limit was exceeded for three hours, the facility did not monitor temperature on the afterburner for nine days when the permit requires temperature be monitored every hour, visible emission observations were not performed according to schedule required in permit, etc. Deviations must be reported, at a minimum, semi-annually as described above.